



*"We Keep the Records of Your Life"*

*The following information is conveniently located on our Calhoun County Clerk-Election's webpage at [co.calhoun.mi.us/elections.taf](http://co.calhoun.mi.us/elections.taf). Accessing the electronic version will provide easy access to forms and additional information underlined in blue.*

**Filing for the Township Office of:**  
**Clerk**  
**Treasurer**  
**Trustee**

A candidate shall be a resident and registered voter of the township in which election is sought and shall remain a resident and registered voter to hold his/her office, if elected. Nominations and elections for these townships offices, with the exception of library board candidates, shall be by partisan elections. Public library directors shall be listed on the nonpartisan portion of the ballot (refer to separate filing instructions).

**Primary Election: August 7, 2018**  
**General Election: November 6, 2018**

**Filing Official:** your Township Clerk's Office; check our Calhoun County Clerk-Elections webpage for office hours and [local clerk contact information](#).

### Filing requirements for ...

- Candidates seeking the Republican, Democratic or Libertarian Party nomination**

The filing deadline for a partisan candidate is **APRIL 24, 2018, 4:00 pm**. A complete filing includes an **Affidavit of Identity AND Partisan Nominating Petitions**.

All candidates must submit an [Affidavit of Identity](#). Under [Michigan's Campaign Finance Act](#), a candidate may not have any outstanding notices of Failure to File or late filings fees with any filing official in the State as of the date the affidavit is executed.

The proper petitions for partisan township candidates to use are: '**Nominating Petitions (City/Township Partisan)**'. In a jurisdiction with less than 10,000 in population (based upon the most recent federal census), petitions must bear a [minimum of 3 valid signatures](#) from registered voters in your township; up to 10 signatures can be filed to cover the minimum signature requirement.

In Emmett Charter Township, a population of 10,000 to 24,999, petitions must bear a [minimum of 20 valid signatures](#) from registered voters in your township; up to 50 signatures can be filed to cover the minimum signature requirement.

A summary of the laws, court rulings and Attorney General Opinions which govern the validity of signatures is available in the '[Circulating and Canvassing City/Township Nominating and Qualifying Petitions Forms](#)' booklet ED-106. These City/Township Partisan Nominating petitions can be obtained at your Township Clerk's office.

Once approved the candidates name will appear on the official Primary ballot; the winning nominees will appear on the General election ballot.

Withdrawal: the deadline for withdrawing a candidate filing for party nomination is **APRIL 27, 2018, 4:00 pm**. The withdrawal must be in writing and must be filed with your Township Clerk.

- **‘No Party Affiliation’ candidates**

The filing deadline for candidates without political party affiliation is **JULY 19, 2018, 4:00 pm**. A complete filing includes an **Affidavit of Identity AND Qualifying Petitions**.

All candidates must submit an [Affidavit of Identity](#). Under [Michigan’s Campaign Finance Act](#), a candidate may not have any outstanding notices of Failure to File or late filings fees with any filing official in the State as of the date the affidavit is executed.

The proper petitions for township candidates without political party affiliation to use are: **‘Qualifying Petitions Candidate Without Party Affiliation (City/Township)’**. In a jurisdiction with less than 10,000 in population (based upon the most recent federal census), petitions must bear a [minimum of 9 valid signatures](#) from registered voters in your township; up to 30 signatures can be filed to cover the minimum signature requirement.

In Emmett Charter Township, a population of 10,000 to 24,999, petitions must bear a [minimum of 60 valid signatures](#) from registered voters in your township; up to 150 signatures can be filed to cover the minimum signature requirement.

A summary of the laws, court rulings and Attorney General Opinions which govern the validity of signatures is available in the [‘Circulating and Canvassing City/Township Nominating and Qualifying Petitions Forms’](#) booklet ED-106. All signatures submitted on a Qualifying Petition must have been collected within the preceding 180-day period prior to the date the petition is filed. Qualifying Petitions can be obtained at your Township Clerk’s office.

Once approved the candidates name will appear on the official General election ballot in November.

Withdrawal: the deadline for withdrawing a no party affiliation candidate filing is **JULY 23, 2018, 4:00 pm**. The withdrawal must be in writing and must be filed with your Township Clerk.

- **For minor party candidates**

A candidate who wishes to seek a township office as a minor party candidate must receive nomination to the office at the party’s nominating convention. The party’s convention must be held no later than August 7, 2018. The minor party must have ballot status in Michigan.

Within one business day after the conclusion of the nominating convention, party officials must submit a Certificate of Nomination to document the individual’s nomination to the office, an [Affidavit of Identity](#) (in duplicate completed by the candidate) and a [Certificate of Acceptance](#) (completed by the candidate).

Such candidates will appear on the November 6, 2018 General election ballot.

Withdrawal: candidates nominated and certified via convention shall not be permitted to withdraw.

- **For write-in candidates**

A candidate who wishes to seek the [Republican, Democratic or Libertarian Party nomination](#) to the office of township official with write-in votes must file a [Declaration of Intent](#) with your Township Clerk no later than **4:00 pm on JULY 27, 2018**.

A candidate who wishes to seek election of the office of township official with write-in votes must file a [Declaration of Intent](#) with your Township Clerk no later than **OCTOBER 26, 2018, 4:00 pm**.

## Campaign Finance Reporting ....

- State and **local candidates are required to comply with the financial disclosure requirements** provided under [Michigan's Campaign Finance Act](#), P.A. 377 of 1976.
- An individual becomes a candidate under the MCFA as soon as he/she:
  - Files an affidavit, fee or nominating petition OR
  - Is certified as the nominee of his/her political party OR
  - Receives a contribution (includes contributions from the candidate's own personal funds), makes an expenditure, or authorizes someone else to do so on his/her behalf OR
  - Is the subject of a recall vote OR
  - Was elected to an elective office and can seek re-election.

Once any of the conditions above has been met, you have:

- 10 days to form a Candidate Committee
- 10 additional days to register your committee by filing a [Statement of Organization](#) with our County Clerk-Election's office in Marshall.
- You will receive a committee ID number from our County Clerk-Election's office to use on all of your future filings and documents; make sure your mailing address and email address is kept up to date so you receive all of the mail sent to you. File on time as late fees apply.

When completing the Statement of Organization:

- Pick a responsible and detail oriented treasurer (Item 8); the duties of the Treasurer are substantial and are covered in [Appendix A](#). Note: the candidate can also serve as Treasurer, simply indicate 'same'.
  - Apply for a [Reporting Waiver](#) (Item 10) if you do not expect to spend or receive in excess of \$1,000 per election.
  - Bank Accounts (Item 11): the committee must have a separate account in a bank, savings and loan or credit union to receive contributions. Do not commingle committee funds with any other funds. We do not issue FEIN numbers and we are not able to provide advice on the process of opening an account. Each financial institution has rules and regulations.
- Read the [Candidate Committee Manual and Appendices](#).
  - Learn about [contributions](#) and [expenditures](#) and what you will be required to report for contributors and vendors used during the campaign. Know what contributions are prohibited as listed in [Appendix O](#) and [Appendix I](#). And know the [Contribution Limits](#) for your committee.
  - If you do NOT request a Reporting Waiver, be certain you know what reports need to be filed, and the [filing deadlines](#); avoid late filing fees, file on time!
    - Pre-August 7, 2018 Primary Election Report: Close of Books July 22<sup>nd</sup>, file by July 27<sup>th</sup>
    - Post-August 7, 2018 Primary Election Report: Close of Books August 27<sup>th</sup>, file by September 6<sup>th</sup>
    - Pre-November 6, 2018 General Election Report: Close of Books October 21<sup>st</sup>, file by October 26<sup>th</sup>
    - Post-November 6, 2018 General Election Report: Close of Books November 26<sup>th</sup>, file by December 6<sup>th</sup>
  - The Election Cycle for this office is: **November 9, 2016 through November 3, 2020, 4 Year Term**
  - Review and understand the [paper Campaign Statement Forms](#) that need to be filed timely with our County Clerk-Election's office in Marshall.
  - Be aware of [Late Contribution Reporting](#) as late filing fees are substantial.
  - Monitor your records [on-line](#) at the [County Clerk-Election's webpage](#).
  - Don't forget to put identifiers on your publications as explained in [Appendix J](#).

- Book mark these two web pages and read the material on them: [Candidate Committee Information](#) and [General Information on the MCFA](#).

#### **After the Election:**

- Successful candidates may be required to file the [Campaign Finance Compliance Affidavit](#).
- Future Campaign Finance Reports include: July and October Statements, and Annual Reports.
- If you are not successful in your bid, you must gain a [Reporting Waiver](#), continue to file campaign statements or [dissolve the committee](#). Don't let fees accrue; work with us to wrap up the committee. Committee's that have a Reporting Waiver may file a single-page [Dissolution Campaign Statement](#).

#### **Helpful Candidate Information ....**

The Qualified Voter File (QVF), a statewide voter registration file, is available in our office and can be a valuable tool for your campaign. Information acquired from the QVF includes: registered voters in the county, those who voted in a previous Primary or General election, absentee voters, voters by age group, a street index of the county, or a walking list if you're planning to go door-to-door. This information can be obtained through a [Freedom of Information Request](#). The cost for a hard copy of the information is \$.02 per name; labels are \$.03 per name; or information emailed in an Excel spreadsheet format, or saved to your memory stick, is \$.005 per name (minimum charge of \$10.00).

Please let us know if we can be of assistance to you. Best wishes to you this busy election year! Our phone number is 269.781.0988, fax 269.781.0703, or email: [tloew@calhouncountymi.gov](mailto:tloew@calhouncountymi.gov).

#### **MARSHALL OFFICE**

315 W. Green Street, Marshall, MI 49068  
Telephone: 269.781.0707  
Fax: 269.781.0720  
*Clerk and Register of Deeds / Election Services*

Visit our web page: [www.co.calhoun.mi.us](http://www.co.calhoun.mi.us)

#### **BATTLE CREEK OFFICE**

161 E. Michigan Ave., Battle Creek, MI 49014  
Clerk's Office: 269.969.6908  
Circuit Court Clerk's Office: 269.969.6518

email us at: [info@co.calhoun.mi.us](mailto:info@co.calhoun.mi.us)